Student Funding – Uploading Evidence

On the **Application Status & Evidence** page of your online Student Funding application form, you will be able to upload digital copies of your supporting evidence.

You can either upload an original document, a clear photo of a document or a screenshot, ensuring you include all pages.

[!] The application will only allow you to upload specific types of files: images (.jpg, .png or .gif) or PDFs.

Sample

Beside each evidence requirement there is a **Sample** button which gives you examples of possible evidence you can submit. This is not an exhaustive list and your documents may look different. The sample will open in an additional tab in your browser.
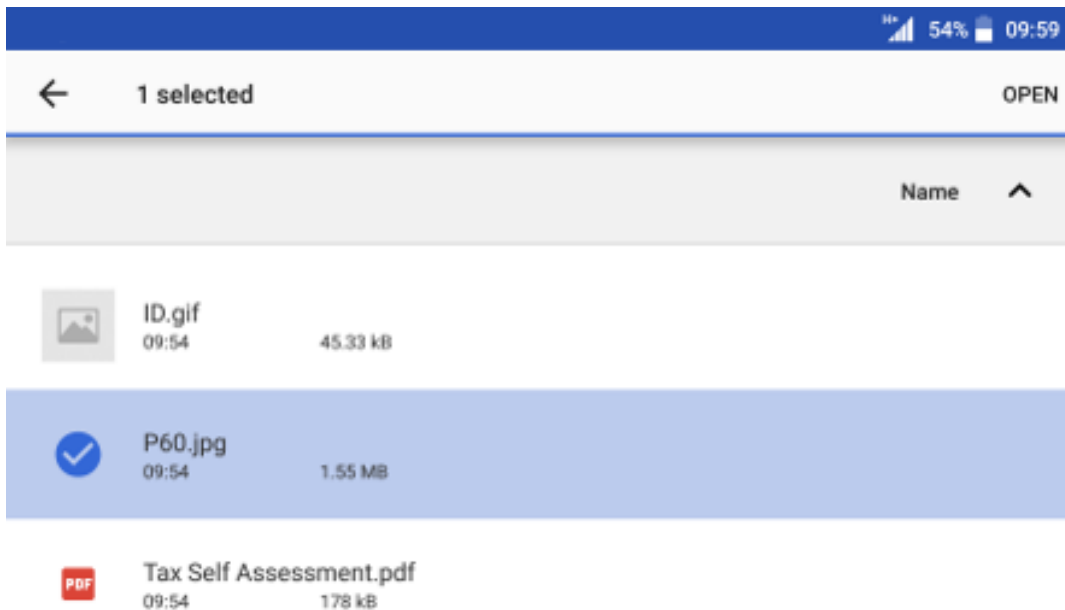
Upload

If you click the **Upload** button next to an evidence requirement listing, a window will open which will allow you to upload a document.

On a desktop or laptop, use the file explorer to locate the document(s) you wish to upload and then click **Open**. You can only select one file at a time to upload.
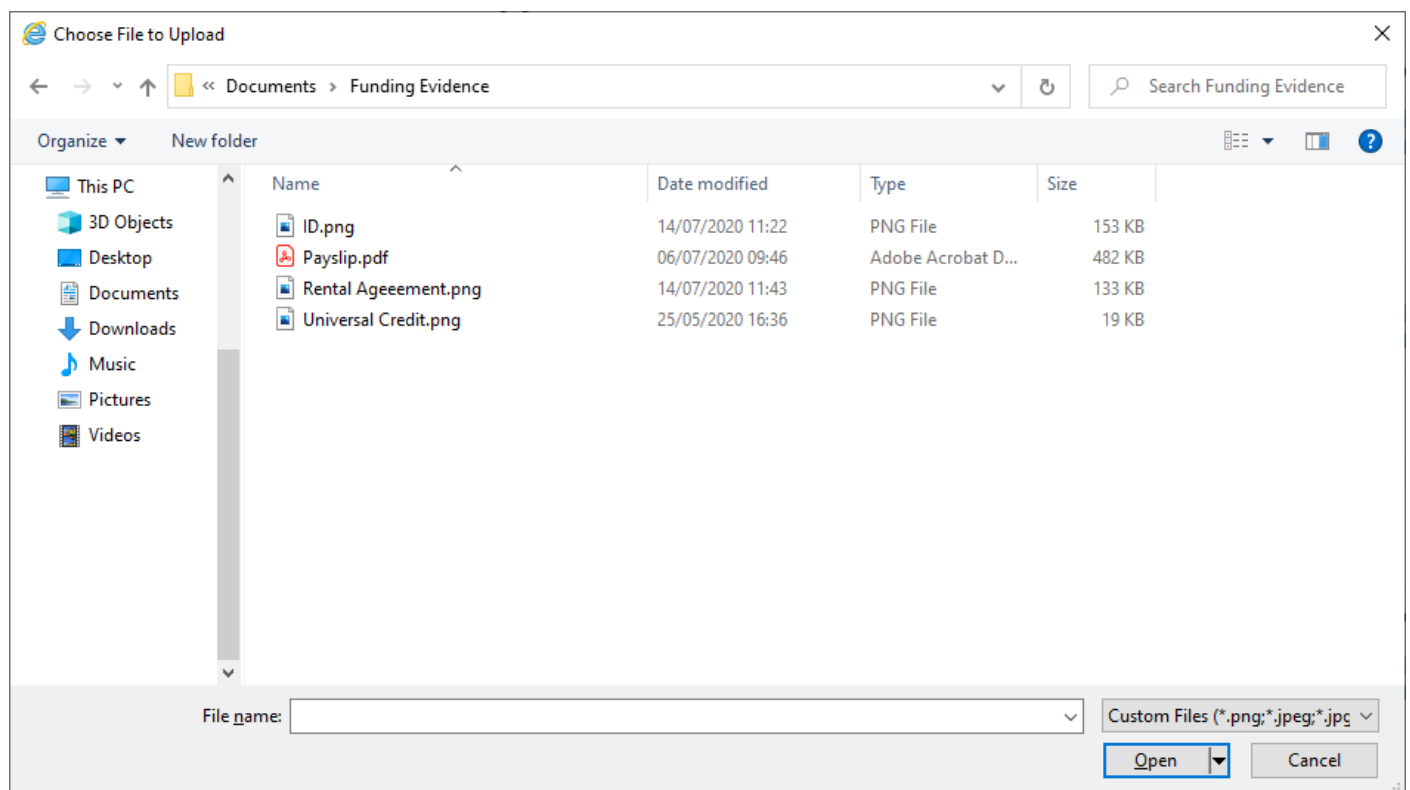
If you are using a mobile device, you can upload files. When you click the **Upload** button, your device will either ask you to choose how you wish to search for the file or open up your default file directory.

You can then select which file you want to upload and tap on **Open**. You can only select one file at a time to upload.

Once you have successfully uploaded a document, the page will refresh and you will see the following message near the top of the page:

Multiple Files

If you have multiple files to upload for one piece of evidence, you can do so by clicking the **Page 2 +** button. You will be able to follow the above process to include additional files, up to a maximum of 5 files. If you require to submit additional documents or files, please email Student Funding with your additional evidence.

View

To view a file you have uploaded, click on the **View (1), View (2) etc.** button(s). This will open your file(s) in another tab on your browser.

[!] If you have uploaded a file to either the wrong evidence requirement or if the file you have uploaded is incorrect **you will not be able to delete it**. You will need to contact Student Funding to have it removed. You can do so by emailing us at funding@forthvalley.ac.uk and making sure you include your Student ID in the email and the details of which file(s) needs to be moved or removed.